



Flathead Conservation District
133 Interstate Lane, Kalispell, MT 59901
www.flatheadcd.org 406-752-4220

CALL TO ORDER & ATTENDANCE: Chair Pete Woll called the July 15, 2019, Budget meeting to order at 9:00 A.M. in the conference room.

Board members present:

Pete Woll, Chairman; Lori Curtis, Vice Chairman; Dean Sirucek, Secretary/Treasurer; Ronald Buentemeier, Supervisor; John Ellis, Supervisor; being a quorum of the Board.

Board members absent: Verdell Jackson, Supervisor; Lech Naumovich, Supervisor; Donna Pridmore, Associate Supervisor. Absences are excused.

Also, in attendance were Hailey Graf and Ginger Kauffman, FCD Staff.

PUBLIC COMMENT: No one was present to comment on items not listed on the agenda.

FY 2019/2020 BUDGET

Preliminary FY 2019/2020 budget figures were reviewed and adjusted by the board.

John Ellis motioned “to approve the preliminary budget as presented.” Dean Sirucek seconded. Motion passed unanimously.

RESOURCE CONSERVATIONIST TRANSITION

Interim Position: Pete Woll recommended that Hailey Graf be established as the acting Resource Conservationist as a temporary, transitional position. He also recommended that she receive a pay increase to reflect the added responsibilities and that there be no current end date to the position to allow for flexibility in the hiring timeline. Ronald Buentemeier asked if that would preclude Hailey from applying for the position. Pete and Lori Curtis explained that, no, she would still be able to apply.

Lori Curtis motioned “to approve Hailey Graf as the interim transitional Resource Conservationist starting at 8:00 A.M., 07/15/2019, and that her temporary salary be \$27.93 per hour, Grade 9 step 5 equivalent.” Dean Sirucek seconded. Motion carried unanimously.

Lori noted that staff will be short-handed during the hiring process and that the board recognizes the staff’s work.

Job Description: The board reviewed and discussed the draft Resource Conservationist job description. Dean Sirucek asked that a statement describing the amount of public contact the position requires be added to the job description. Lori agreed that it is a good addition

and recommended adding more detail. Lori noted that information stating that the position is not a field job was added for clarification.

Lori Curtis motioned “to accept the Resource Conservationist job description as amended.” John Ellis seconded. Motion passed unanimously.

Hiring Timeline: The board reviewed and discussed the proposed timeline for hiring a Resource Conservationist. Lori Curtis proposed that the District begin advertising on 07/16/2019 with the position open for application through August 2nd. Interviews would then be held the week of August 19th.

The board reviewed the proposed outreach strategy for advertising the vacancy. Hailey Graf explained that some of the preferred publications may have release dates that do not coincide well with the hiring timeline and asked to have some discretion in choosing alternatives, if necessary. The board agreed and suggested some alternative newsletters and local publications that could be used. Dean Sirucek suggested the outreach also be to Department of Agriculture and Montana State University and the Department of Forestry at the University of Montana. Hailey reiterated that all applications should be emailed to the District’s Gmail account, not directly to District staff. Lori noted that phone calls for references will likely be lengthy but are very important.

Ronald Buentemeier asked for clarification about forming a hiring committee and Lori and Pete stated that all board members who would like to be on the committee can, but not everyone is required to be. John Ellis asked that the District not limit the interviews to just two people. Rather, he asked that the full board be presented with at least five options. Lori and Pete noted that board members can also provide recommendations prior to interviews to increase efficiency of the hiring process.

John asked if there would be a conflict of interest if Hailey chose to apply. Hailey responded that she would not be involved in the selection process in any way to ensure no conflict of interest arose.

Ronald Buentemeier motioned “to approve the proposed hiring timeline.” Lori Curtis seconded. Motion passed unanimously.

DISTRICT CREDIT CARD RE-ALLOCATION

Pete Woll reviewed the current credit card amounts and recommended that limits for Hailey Graf and Lori Curtis be increased to cover the amount that was on Valerie Kurth’s card.

Dean Sirucek motioned “that Hailey Graf’s credit limit be increased from \$2,000 to \$7,000, Lori Curtis’s limit be set at \$500, and Pete Woll’s limit will remain at \$2,500.” John Ellis seconded. Motion passed unanimously.

Lori Curtis motioned “to remove Valerie Kurth from the District credit card.” John Ellis seconded. Motion passed unanimously.

MATTERS OF THE BOARD & STAFF

Flathead Lake North Shore Erosion Control Project: Dean Sirucek reported that the Flathead Lake North Shore Erosion Control Project near Somers has been reinitiated.

The next business meeting is scheduled for Monday, July 22, 2019, 7:00 P.M. in the conference room of the USDA building at 133 Interstate Lane, Kalispell, MT.

Adjournment: Lori Curtis motioned “to adjourn.” John Ellis seconded. Motion carried unanimously. As there was no further business, the meeting was adjourned at 11:07 A.M.

Submitted By:

Hailey Graf
Assistant Conservationist

Ginger Kauffman
Administrator

Minutes approved by FCD Board motion made on:

<u>7/22/2019</u>	<u>Pete Woll</u>	<u>Chair</u>
(Date)	(Signature)	(Title - Chair etc.)